

DMA ADMINISTRATIVE LETTER NO: 04-05
DSS ADMINISTRATIVE LETTER ECONOMIC SERVICES NO. 9-2004
DSS ADMINISTRATIVE LETTER FAMILY SUPPORT AND CHILD
WELFARE SERVICES NO. 04-04
DAAS ADMINISTRATIVE LETTER NO. 04-16

DATE: October 25, 2004

SUBJECT: Use of Social Security Numbers

DISTRIBUTION: County Directors of Social Services
Food Stamps Eligibility Staff
Medicaid Eligibility Staff
Special Assistance Eligibility Staff
Work First Eligibility Staff

I. BACKGROUND

The NC FAST Online Verification System (OLV) is currently being rolled out statewide through October 2004. NC FAST (Families Accessing Services through Technology) is a program designed to improve the way the NC Department of Health and Human Services and county departments of social services provide services to families. OLV allows workers to use the Internet to perform the required verifications for applicant/recipient information for assistance and services. The purpose of this letter is to address and re-emphasize policy regarding the use of social security numbers and to require that the attached notice be given to all applicants applying for Food Stamp, Medicaid, Special Assistance or Work First benefits. This is also applicable for all programs with mail-in applications.

II. USE OF SOCIAL SECURITY NUMBERS

A. Enumeration

Enumeration policies for the Food Stamp, Medicaid, Special Assistance and Work First programs require all members of the assistance unit to provide their social security number (SSN) or apply for a SSN to be eligible for assistance. If a household member refuses to provide his/her SSN, benefits cannot be provided to that member.

Refer to MA-3355, Enumeration Procedures, in the Family and Children's Medicaid Manual, MA-2450, Enumeration Procedures, in the Aged, Blind and Disabled Medicaid Manual, WF-110, Rule to Apply for a Social Security Number in the Work First Manual, FS-235, Social Security Enumeration, in the Food Stamp Manual and SA-3400, Automated Inquiry and Match procedures, the Special Assistance Manual.

If an applicant fails to provide his/her SSN, he/she cannot be included in the case. However, if he/she is financially responsible for an assistance unit member, his/her income and resources must be counted when determining

eligibility and benefit levels for the case.

In Medicaid, any non-assistance unit member who is applying for benefits for another is not required to provide his/her SSN, even if he has financial responsibility for an assistance unit member. For example, a mother who is applying for Medicaid for her children only cannot be required to provide her SSN. However, you can ask her for the SSN. If she gives the SSN to you, you may use it to conduct matches.

B. Automated Inquiry and Match Procedures

The Income and Eligibility Verification System (IEVS) requires that certain matches be conducted using the social security numbers (SSNs) of each applicant or recipient in the assistance unit.

Refer to MA-3515, Automated Inquiry and Match Procedures, in the Family and Children's Medicaid Manual, MA-2430, Automated Inquiry and Match Procedures, in the Aged, Blind, and Disabled Medicaid Manual, WF-140, Automated Inquiry and Match Procedures, in the Work First Manual, FS-605, Automated Inquiry and Match Procedures, in the Food Stamp Manual, and SA-3400, Automated Inquiry and Match Procedures, in the Special Assistance Manual.)

Counties are required to inform individuals that SSNs will be used to verify employment/income, resources and for other reasons related to the administration of the programs. To conduct matches on the SSNs provided by an applicant or authorized representative, the county must have consent to do so.

C. DMA-5001, Notice of the Use of Social Security Numbers

Most counties are utilizing front desk personnel to perform these matches prior to having a signed application or consent from the a/r or his authorized representative. To ensure applicants understand the use of their SSNs, a new form, **DMA-5001, Notice of the Use of Social Security Numbers**, has been created. Upon the individual's request for assistance, have him read and sign the DMA-5001. The agency must keep a copy of the DMA-5001 as proof that the individual was informed of the use of social security numbers.

Counties must use the DMA-5001 when:

1. Verifications are performed prior to the applicant or his authorized representative signing an application form for any of the public assistance programs.

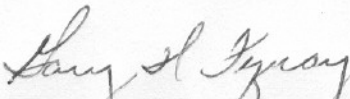
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2. The county requests the social security numbers for a member of the assistance unit or a financially responsible person. The form should be sent along with the DMA-5097, Request for Information, for the Medicaid and Special Assistance programs or the DSS-8650, Notice of Information Needed, for the Food Stamp program or DSS-8146, Notice of Information Needed, for the Work First program.

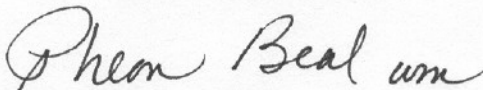
III. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective upon receipt.

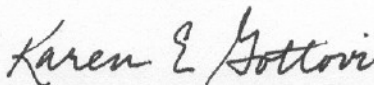
If you have any questions, please contact your Food Stamp, Medicaid, Special Assistance, or Work First Program Representative.



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NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS

(This is not an application)

When your family or household applies for Food Assistance, Medicaid, Special Assistance or Work First Family Assistance benefits, you must provide certain information on each member. This notice only applies to social security numbers.

- Any individual in your household who wants to receive assistance must furnish all social security numbers he has and uses. If he does not have one, he must apply for one. We can help him do this.
- If an individual refuses to provide his social security number, he is ineligible for assistance for himself. (NOTE: Some programs, such as Food Assistance and Work First Family Assistance, require that parents be included in the assistance grant. For these programs, parents must provide social security numbers for the family to receive.)
- If an individual in your family or household does not wish to receive benefits, he DOES NOT have to give his social security number. If he chooses to provide his social security number, it is strictly voluntary.

HOW WILL MY SOCIAL SECURITY NUMBER BE USED?

Social security numbers are used in matching information with the following agencies:

- Social Security Administration (SSA),
- Internal Revenue Services (IRS),
- Employment Security Commission (ESC),
- Department of Transportation (DOT),
- Out-of-state welfare and ESC agencies, and
- Any other agencies, when applicable.

We will only use social security numbers to verify income and resources.

I have read and understand the statements on this form. By signing this, I agree to allow system matches on the social security numbers I provide.

Applicant's/Representative's Signature: _____ **Date:** _____

Verification Worker's/Caseworker's Signature: _____